



Dear Business Owner:

Enclosed please find the State of New Jersey MBE/WBE Certification Application. If you wish to participate as a Minority and/or Women Business Enterprise, kindly complete and submit the application with a non-refundable check or money order in the amount of \$75.00 made payable to “*NJ Commerce*”. **DO NOT SEND CASH.**

Your initial M/WBE certification is valid for 1 year. In accordance with **NJAC 12A: 11-1.3**, **recertification** of your status is required after the first year. On or before your anniversary date, please submit a completed application, documentation as requested in question #8 and a check or money order in the amount of \$75.00. Once your recertification is approved, your M/WBE certification is valid for 5 years. Submission of the Annual Verification form is required each year by your certification anniversary date.

Please pay particular attention to the supporting documents required. For each question on the application, a response must be indicated, even if it is “Not Applicable.” Incomplete applications will be returned. *Any applicant, who knowingly supplies false information shall, upon conviction, be guilty of a crime of the fourth degree.*

For Free counseling, please contact either the Small Business Development Center (973) 353-5960 or New Jersey Institute of Technology (973) 596-3105 prior to submitting your application.

If your firm already has been granted MBE/WBE status by The Port Authority of NY/NJ, NJ Transit and/or NJ Department of Transportation within the past 12 months, please complete this application (questions only), and submit with a copy of your current certification and/or approval letter, and a non-refundable check or money order in the amount of \$75.00. Please send your completed application to:

***NJ Commerce, Economic Growth & Tourism Commission
20 West State Street, 4th Floor
P.O. Box 820
Trenton, NJ 08625-0820***

If you require further information, please call (609) 777-0885.

State of New Jersey MBE/WBE Certification Application

Print or Type

Firm Name _____
 D/B/A or T/A _____
 Mailing Address _____
 City _____ State _____ Zip _____
 Provide full address of principal place of business _____

 County _____
 Phone _____
 Fax Number _____
 E-Mail _____
 Website _____
 Contact Person (M/F) _____
 Title _____
 Federal ID # _____
 Social Security # _____

For Agency Use Only

Approved _____ Date _____ Int. _____
 Disapproved _____ Date _____ Int. _____
 AI Letter Sent _____ Date _____ Int. _____
 Referring Agency:
 MBE/WBE _____ NJDOT _____ NJT _____
 NY/NJ PA _____ NJSBDC _____ Other _____
 Payment Included Yes No
 Payment Date _____
 Payment # _____

DO NOT WRITE IN THIS SPACE

ANSWER ALL QUESTIONS OR APPLICATION WILL NOT BE PROCESSED

1. Name of Firm President/Chief Executive Officer/Managing Member/Owner

President and/or CEO	Managing Member	Owner

1a. Name & title of officer of the firm who can be contacted during the application review process.

Name: _____ Title: _____

2. This firm is applying for certification as: (One or more designation may be chosen.)

☐ Minority Business Enterprise (MBE) ☐ Women Business Enterprise (WBE)

3. Method of Acquisition (check all that apply): Date of acquisition: _____

☐ Start New Business ☐ Secured Franchise/ Concession ☐ Inherited Business
☐ Bought Existing Business ☐ Merger or Consolidation ☐ Other

4. Name, position & ethnicity of all principals with ownership interest. (Check all that are applicable. If no positions are held, write "None".)

Name	Position	Group Code*	% Owned	Sex	US Citizen or Permanent Resident Alien

*Group Code Key (Please refer to regulations for definitions)

01 - Black 03 - Asian-Pacific
 02 - Hispanic 04 - American Indian or Alaskan Native

05 - Non-Minority

5. Gross Receipts (Sales). Please provide total gross sales for the last 3 years.
(You must have some revenue to apply for and receive MBE/WBE status, even if it is for less than one year-cannot be zero income)

Current year _____
year

Last year _____
year

Previous year _____
year

6. Construction-related industry list construction craft codes (www.state.nj.us/commerce/smbus_constructioncodes.shtml) 5-digit codes (12 codes maximum)

7. For all other non-construction related industries, select from the NIGP Commodity/Services codes and enter the 5-digit codes that most accurately describe the goods and services your firm provides. (www.state.nj.us/treasury/purchase/commcode.htm) (12 codes maximum)

8. Re-certification requirements:

Must provide two years of business and personal federal and state tax returns of all officers, owners/or principals including all schedules, and most recent income statements and balance sheets. (Skip question #9)

9. Initial application:

Provide all required information and documentation as follows:

- Briefly describe the firm's major field(s) of operation;
- Articles of incorporation, corporation by-laws, certificate of formation, partnership agreements, and joint venture agreements;
- Names and addresses of members and officers of the business and board of directors in the case of corporations;
- Names and addresses of capital investors and the amount of capital contributed. Gifted ownership shall not be considered;
- Firm federal and state tax returns for the past three consecutive years;
- Most current income statements and balance sheets;
- Resumes of all principals, partners, officers and/or key employees of the firm. Show home address, telephone number, education, training and employment dates;
- Number of shares of all classes of stock issued, and stock outstanding in the case of a corporation;
- Proof of ethnicity and gender (i.e. Photo ID, driver's license, birth certificate, passport and/or green card);
- The affiliation of the firm or any of its owners, officers or directors with any other business entity;
- A complete list of major and real personal property holding of the firm;
- A complete listing and copy of signature cards for all banking institutions with which the firm is affiliated;
- A complete listing of previously attained certifications and a listing of all legal entities which denied certifications;
- Copies of office lease/rental agreements or deeds, and mortgages when home based.

An Applicant who fails to comply with specifically requested additional information or documentation shall be considered in non-compliance and shall be subject to rejection

PLEASE READ THIS ENTIRE PAGE CAREFULLY!!

Only the signature of the owner or president of a corporation is acceptable. (For a partnership, only a general Partner may sign, the signature of a Limited Partner is not acceptable. For an LLC, the managing member must sign.)

VERIFICATION
MUST BE SIGNED, DATED AND NOTARIZED

STATE OF _____)
COUNTY OF _____) SS

(A) _____, being duly sworn, states that I am the owner

Name of President or Owner

(Or a partner/member in) of the enterprise making the foregoing Application and that the statements and representations made in the Application are true to his or her own knowledge.

(B) _____ being duly sworn, state that I am the

_____ Title

_____ Name of Business

of the firm making the foregoing Application, that I have read the Application and know its contents, that the statements and representations made in the Application are true to my knowledge, and that the Application is fully authorized by the firm (if a corporation, fully authorized by the Board of Directors).

Signature of President, Owner or Managing Partner

Printed Name

Title _____

Date _____

Phone _____

Notary Seal

Sworn to before me this _____ the day of _____ 20__

Notary Public

Person assisting in completing the application: _____
Name Telephone Number

NOTE: Applicant must also sign Fraud Statement

Fraud Statement: *I attest that the information contained in this application has been completed as directed and that the information is accurate to the best of my knowledge. I understand that any information willfully falsified or omitted may result in penalties outlined in N.J.S.A. 12A:11-1.10 and/or in prosecution under New Jersey's fraud statutes and liability to attendant civil or criminal penalties.*

I have read and acknowledge the foregoing

Signature of Applicant

Mail completed form to:

NJ Commerce, Economic Growth and Tourism Commission
Office of Business Services
20 West State Street, 4th Floor
PO Box 820
Trenton, New Jersey 08625-0820

NJ Department of Commerce, Economic Growth & Tourism Commission
CONSTRUCTION CRAFT CODING LIST
(Construction Vendors Only)

C00010	Acoustical	C00430	Elevators	C00800	Landscape Construction
C00020	Air Balancing & Testing of Environmental Systems	C00440	Energy Management Systems	C00810	Large Diameter Cylinder Piles (3 or more feet in diameter)
C00030	Asbestos Removal-Mechanical	C00450	Engineering	C00820	Latex Modified Overlay
C00040	Asbestos removal-Treatment	C00460	Erection of Bridge Railing, Bridge Repair and deck	C00830	Layout
C00050	Asphalt Mining	C00470	Erection Iron & Steel, and/or pre-stressed Concrete and/or Protective Coating of Structural Steel	C00840	Maintenance and Protection of Traffic
C00060	Athletic Fields, Tracks, Courts	C00480	Erection of Bridge Railing	C00850	Manufacture Railroad Equipment
C00070	Bituminous Material Application	C00481	Erection Ornamental and Light Structural Metal	C00860	Material Supplier
C00080	Blasting	C00490	Erect Permanent Forms	C00870	Mechanical Construction
C00090	Boilers (New/Repair)	C00500	Erection of Steel Plate Pipe and Drainage Structures, Metal Bin Type Retaining Walls Excavation Exterminating	C00871	Millwork
C00100	Boring	C00510	Excavation	C00880	Millwrighting
C00110	Brick and Block	C00511	Exterminating	C00890	Miscellaneous Structures
C00120	Bridge Work -viaducts, reframing walls, end foundations	C00520	Fare Boxes	C00900	Motor Vehicle Escorts (Traffic Directors)
C00130	Bridge repairs	C00530	Fencing	C00910	Mowing
C00140	Bulkheads & Docks	C00540	Fire Alarms - Signal Systems	C00920	Natural Stone masonry
C00150	Bus Shelter	C00550	Flooring - Tile	C00930	Noise barriers
C00160	Bus Supplier	C00560	Food Service Equipment	C00940	Oil and Gas Burners
C00170	Caissons	C00570	Form Handling or Stripping	C00950	Packing Materials
C00180	Carpentry - General	C00580	Foundation	C00960	Painting
C00190	Carpeting	C00581	Foundation Excavation	C00970	Painting - Bridges, Trunks, Steel & Elevated Structures
C00200	Cathodic Protection	C00590	General Construction	C00980	Painting - General
C00210	Caulking & Water Proofing	C00600	Alterations and Additions	C00990	Painting - Historical Sites
C00220	Chemical Vegetation Control	C00610	Building	C01000	Parking Control Systems
C00230	Clearing	C00620	Rest Area and Service Buildings	C01010	Partitions - ceilings
C00240	Communication Systems	C00630	Road and Heavy Highway	C01020	Pavement Marking Long Life
C00249	Concrete Foundation, Footings - Masonry Work	C00640	Grading	C01030	Paving Bituminous
C00250	Concrete Median Barrier Curb	C00641	Grading and Drainage, Drainage Structures	C01040	Paving Concrete
C00260	Concrete Pavement	C00650	Grading and Paving, Draining Structures and all types of Paving	C01050	Permanent Signs
C00261	Concrete - Pre-cast	C00651	Grouting	C01060	Photography
C00270	Concrete Repair	C00652	Guide Rail	C01070	Piezometer Pressure Measurement
C00280	Concrete Sawing, Sealing, and Curing	C00653	Gunite	C01080	Pile Driving
C00290	Control Systems	C00660	Hauling	C01090	Pipeline Construction
C00300	Core Drilling	C00670	Highway and Sign Lighting	C01100	Planting
C00310	Curbs, Sidewalks and Miscellaneous Concrete Work	C00680	Historical Renovations	C01110	Plumbing
C00320	Decorations - Interior	C00690	HVAC	C01120	Pneumatic Mortar or Granite
C00330	Demolition	C00700	Impact Attenuators Installation	C01130	Prefab Buildings
C00340	Dewatering	C00710	Incinerators	C01140	Prefab Music - Sound - Clean Rooms
C00350	Diving	C00720	Iron and Steel Fabrications	C01150	Printed Supplies
C00360	Doors and Hardware	C00730	Installation of Electronic Communication System	C01160	Prison Equipment Systems
C00370	Drainage	C00740	Insulation	C01170	Protective Slope Coating
C00380	Drainage and Structures & Chamber	C00750	Insulation - Mechanical	C01180	Pumping Stations
C00390	Dredging	C00751	Irrigation	C01190	Radon Testing
C00400	Dry Wall	C00760	Janitorial Services	C01200	Railroad Electrification
C00401	Dust Collectors	C00770	Jetty and Breakwater	C01210	Railroad Electrification Supplier
C00410	Earthwork	C00780	Lab Furniture - Equipment	C01220	Railroad Signal Work
C00420	Electrical	C00790	Landscape	C01230	Railroad Track Work

NJ Department of Commerce, Economic Growth & Tourism Commission
CONSTRUCTION CRAFT CODING LIST
(Construction Vendors Only)

C01231	Rail Crane	C01680	Supplier - Fastener, Nuts, Bolts, Screws	C02090	Electrical Engineering
C01240	Rapid Transit	C01690	Supplier of Gas, Fuel, Oils, Grease, Lubricants	C02100	Energy Management Control System
C01250	Refrigeration	C01700	Supplier - Lumber	C02110	Environment Engineering
C01260	Reinforcing Steel	C01710	Supplier - Paint	C02120	Estimating - Cost Analysis
C01270	Relocatable Building	C01720	Supplier - Plumbing	C02130	Exhibit - Interpretative Design
C01280	Removal of Petroleum Products, Debris and Hazardous Material	C01721	Supplier - Signs	C02140	Fire detection System
C01290	Retrofit of Autobus Air Conditioning	C01730	Supplier - Transducers	C02150	Fire protection Engineering
C01300	Retrofit of Autobus Fuel Injectors	C01740	Supply Fill Material Pit	C02160	Fire Protection System
C01310	Rigging	C01750	Swimming Pools	C02170	Food Services
C01320	Rock Drilling	C01760	Telecommunications	C02180	Geology
C01330	Roofing - Built Up	C01770	Test Borings	C02190	HVAC Engineering
C01340	Roofing - Membrane EPDM	C01780	Test Labs	C02200	Historical Preservation
C01350	Roofing - Membrane Modified Bitumen	C01790	Testing, Curing and/or Transporting Samples	C02210	Hydraulics - Pneumatics
C01360	Roofing - Membrane PVC - CPE - CSPE	C01800	Top soiling and Seeding	C02220	Hydrographic Surveying
C01370	Roofing - Metal	C01810	Traffic Control Systems	C02230	Hydrology
C01380	Roofing - Tile - Slate - Shingles	C01820	Traffic Directors	C02240	Interior Design - Space Planning
C01390	Roofing - Urethane	C01830	Traffic Safety Device Supplier	C02250	Land Surveying
C01400	Sandblasting	C01840	Traffic Signals	C02260	Landscape Design
C01410	Sand Drain Sand Fill	C01841	Tree Trimming & Removal	C02270	Marine Engineering
C01420	Sawing, Sealing & Curing	C01850	Trenching	C02280	Material Testing
C01430	Seating - Auditorium Bleachers	C01860	Truck & Equipment Lessors	C02290	Mechanical Engineering - Elevators, Conveyors, etc.
C01440	Security - Intrusion Alarms	C01870	Tunneling	C02300	Planning
C01450	Septic Systems	C01880	Underground Utilities	C02310	Plumbing Engineering
C01460	Service Stations	C01890	Underwater Construction, Excavation, Inspection, Restoration of Piers, Salvage)	C02320	Roofing Consultant
C01470	Sewage Disposal	C01900	Wall Covering	C02330	Roofing Inspection
C01480	Sewer Piping & Storm Drains	C01910	Waste Disposal	C02340	Sanitary Engineering
C01490	Sewerage & Water Treatment	C01920	Waste Removal, Toxic - Hazardous	C02350	Security Systems
C01500	School Library Furniture	C01930	Waterproofing & Caulking	C02360	Site Planning
C01510	Shear Connectors Studs	C01940	Welding	C02370	Soil Engineering
C01520	Sheet metal (Mechanical)	C01950	Well Drilling	C02380	Structural Engineering
C01530	Siding and Gutters	C01960	Windows	C02390	Testing & Balancing (HVAC)
C01540	Signs and Sign Structures	C01970	Window Treatment	C02400	Traffic
C01550	Site Work			C02410	Transportation
C01560	Soil and Rock Anchors		PROFESSIONAL SERVICES	C02420	Value Engineering
C01570	Solar Installation Active	C01980	Acoustics	C02430	Waste - Water Treatment
C01580	Solar Installation Passive	C01990	Aerial Surveying		
C01590	Special Motorized Vehicle Equipment	C02000	Archaeology		
C01600	Special Railroad Station Structures	C02010	Architecture		
C01610	Sprinkler Systems	C02020	Asbestos Abatement		
C01620	Steel Fabrication Structural Steel & Ornamental iron	C02030	Civil Engineering		
C01630	Storage Tanks	C02040	Claims Analysis		
C01640	Subsurface Investigation Boring	C02050	Communications		
C01650	Supplier Asphalt	C02060	Construction Management		
C01660	Supplier - Building Materials	C02070	CPM		
C01670	Supplier - Electrical	C02080	Design - Construction Monitoring		